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"To enrich lives through effective and caring service"

February 3, 2014

To: Audit Committee

From: Jim Jones
Director

A handwritten signature in cursive script, reading "Jim Jones", is written over the printed name and title.

Subject: **BOARD POLICY REVIEW – 5.130 CONTRACTING WITH COMMUNITY
BUSINESS ENTERPRISE FIRMS**

Based on the request of the Executive Office, our office reviewed Board Policy 5.130 - Contracting with Community Business Enterprise Firms. At this time, we are recommending the following change to the policy and have included the recommended change in the red-line version:

- Date Issued Section – Extend the sunset review date to April 29, 2018.

If you have any questions regarding this request, please contact Joe Sandoval at (323) 267-2109 or at jsandoval@isd.lacounty.gov.

JJ:JS:YY:gk

Attachment



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.130	Contracting With Community Business Enterprise Firms	07/19/94

(See also [5.010](#))

PURPOSE

Standardizes information, related to departments' efforts ensure that Community Business Enterprise (CBE) firms are given an opportunity to fully participate in County contracts, that departments must disclose in future Board letters regarding procurement of services.

For the purpose of this policy, CBE firms include minority and women-owned businesses, and disadvantaged/disabled veteran-owned business.

REFERENCE

March 26, 1991 [Board Order 71](#)

April 9, 1991 [Board Order 50](#)

April 16, 1991 Chief Administrative Office memo to all Department Heads, "[Contracting With Minority/Women-Owned Firms](#)."

November 15, 1994 [Board Order 47](#)

POLICY

Effective with the Board agenda of May 14, 1991, Departments are instructed to provide the following information via an attachment on all contracts for services submitted for Board approval:

- The process used to identify minority vendors/women/disadvantaged/disabled-veterans vendors;
- Minority/women/disadvantaged/disabled-veterans participation (i.e., partners, associate partners, staff, etc.) and percentage of minority/women/disadvantaged/or disabled veterans ownership in each firm;
- A comparison of minority/women/disadvantaged/disabled-veterans participation of competing vendors; and
- Stipulation that, on final analysis and consideration of award, vendor was selected without regard to race, creed or color.

RESPONSIBLE DEPARTMENT

Internal Services Department

DATE ISSUED/SUNSET DATE

Issue Date: April 16, 1991
Review Date: March 20, 2003
Review Date: December 18, 2003
Review Date: April 29, 2008
Review Date: April 19, 2012
Review Date: February 5, 2014

Sunset Review Date: April 16, 2003
Sunset Review Date: November 15, 2003
Sunset Review Date: November 15, 2007
Sunset Review Date: April 29, 2013
Sunset Review Date: April 29, 2014
Sunset Review Date: April 29, 2018